

Meeting:	Member Development Panel
Date:	6 November 2008
Subject:	Member Development Programme Update
Key Decision: (Executive-side only)	No
Responsible Officer:	Divisional Director, Human Resources and Development – Jon Turner
Portfolio Holder:	Portfolio Holder for Performance, Communications and Corporate Services - Councillor Paul Osborn,
Exempt:	No
Enclosures:	Member Development Charter Supplementary Action Plan

Section 1 – Summary and Recommendations

This report reviews the progress of the 2008 programme and sets out plans for the implementation of a full member development programme for 2008/2009 for elected members, in line with the Council Improvement Programme. It includes an update since the Member Development Panel on the 4th September 2008.

RECOMMENDATIONS:

The Panel is requested to note the report.

REASON: The programme is designed to meet the learning and development needs of elected members in the light of the Comprehensive Performance Assessment and Joint Assessment Review feedback, as part of the Council's improvement plan and performance development.

Section 2 – Report

1. Member Development - Planning for the IDeA / London Councils Charter

A presentation was provided by the Learning and Development Manager at the panel meeting on 4th September with a completed draft self-assessment showing the councils readiness to meet the criteria to gain the charter. Agreement was given in principle to work towards the charter, subject to a full sign up by elected members.

The self-assessment template identified current good practice, gaps in provision and recommended action. A supplementary Action Plan has been produced as a result of further work and sets out activities, tasks and provisional milestones for achieving charter recognition. (See separate paper attached).

2. Coaching

A planning meeting was held with Roffey Park on 10th September attended by HRD officers and the chairman of the Member Development panel. At the meeting the two coaches from Roffey discussed and agreed final plans for the briefing of members. This includes plans to attend Group Meetings on 27th October to brief all councillors followed up by a timetable of coaching sessions in November/December for up to 15 members. This will be followed by two further tranches of 15 in January and March 2009.

3. Review of Member Development Activities since Last meeting

The following events have taken place since September 4th 2008.

Mandatory Training		
Date	Module	No. Of Attendees
9 th September 2008	Disability Equality Duty	4
13 th October 2008	HR Appeals Panels	4

Other Training Events and Briefings		
Date	Topics	No. Of Attendees
24 th September 2008	<ul style="list-style-type: none">Voluntary & Community SectorRisk Management	12
8 th October 2008	IT Training Intermediate Word	7
15 th October 2008	Corporate Area Assessment	4
21 st October 2008	Dealing with Casework Effectively (run on-site by the Local Government Information Unit)	8 (+ 2 external councillors from LB Barking & Dagenham)

A revised evaluation form has been developed for feedback and this has been used by members attending the above events. The new Learning Log/Evaluation form allows members to relate the benefits of learning for personal needs, benefits to the council and the community. Overall there has been positive feedback to the events in the programme.

4. Update on Changes / Additions to the Programme

Police Accountability Conference – 9th September 2008

A one day conference run by the Local Government Information Unit on policing strategies and accountability was attended by Cllr Asante and Cllr Seymour. The council benefited through an early bird booking to secure a reduced fee of £100 for the second delegate so the total cost was £350.

Members Quarterly Briefing – 24th September 2008

A change was made to the programme as one of the officers due to brief members on the Joint Area Needs Assessment was taken ill. This has now been rescheduled for the 10th December Quarterly Briefing.

HR Appeals Panels

This session was re-scheduled for 13th October 2008 as the previous date clashed with the Jewish New Year.

Section 3. Planned Activity for Next Quarter

Activity and target audience	Provider	Dates	Cost	Aims
Mandatory training		All members in the target audience are required to attend this training		
Gambling Act	Internal Paresh Mehta	17/11/08	Officer time and admin costs	Refresher on the main principles of the Gambling Act 2005
Other learning events		All members are encouraged to attend these sessions		
E-learning	Internal Ken Howgill	3/11/08	Officer time and admin costs	Refresher on the Modern Councillor e-learning package
IT Training – Powerpoint General	Internal Fiona Walters	12/11/08	Officer time and Fee of £50 per delegate	To gain a greater understanding on the Office Suite of software packages
Time Management	External LGIU	18/11/08	£725 for up to 12 members	To identify ways of balancing conflicting priorities
Members quarterly briefings		These events are informal, open to all members and designed to enable members to dip in and out of the session as they wish to		
4 th Quarter	Julia Smith HAVS plus relevant Officers from Legal and Finance teams	10/12/08	Officer time and admin costs	Updates by Officers on Finance, Legal, plus session led by Chief Executive of Harrow Association of Voluntary Services
Action learning events				
All members	TBC	Jan/Feb 09 Date TBC	External speaker TBC	To challenge councillors on key issues

Financial Implications

All training costs will be contained within the departments approved budget for 2008/09. (£50,000)

Section 4 - Statutory Officer Clearance

Name: Sheela Thakrar	<input checked="" type="checkbox"/>	On behalf of the Chief Financial Officer
Date: 27/11/2008		
Name: Helen White	<input checked="" type="checkbox"/>	On behalf of the Monitoring Officer
Date: 23/11/2008		